MONTANA STATE HOSPITAL
POLICY AND PROCEDURE

MANDATORY LOCKOUT PROCEDURES / HAZARDOUS ENERGY CONTROL

Effective Date: April 21, 2016 **Policy #:** SF-08

I. PURPOSE: This procedure establishes Montana State Hospital's minimum requirements for the isolation of hazardous energy, complying with OSHA 29 CFR 1910.147. The procedures listed in this policy shall be used to ensure that work being done on machines or equipment is only done when they are isolated from all potentially hazardous energy.

II. POLICY: All machines/equipment must be locked out before employees perform any servicing or maintenance activities where the unexpected energizing, start-up, or release of stored energy could cause injury.

III. DEFINITIONS: None

IV. RESPONSIBILITIES:

A. All employees will be instructed in the safety significance of the lockout/tag out procedure. All employees whose work may involve lockout/tag out will be instructed in the purpose and use of the lockout procedure. Only those employees certified as "Authorized" will be allowed to perform lockout and or energy isolation.

B. Employees must be trained on any piece of equipment they work on. If an employee has not been trained on the piece of equipment, they are not authorized to perform maintenance/repair on that equipment.

C. Employees in the area will be notified before and after a lockout or energy isolation procedure is performed. Retraining will be provided & documented whenever equipment or procedure changes alter the potential hazard.

V. PROCEDURE:

A. LOCKOUT

1. Notify all personnel in the immediate area that you are going to lockout the equipment.
2. Shut down equipment by normal stopping procedures (button, switch, valve, etc.).
    a. Turn off disconnects and lock disconnects in off position using locks & tags.

b. Lockout or brace and bleed any hydraulic, air, or mechanism that may contain residual energy.

3. After insuring that no personnel are exposed to any danger, operate normal starting controls to insure that equipment has been isolated from its energy source and does not start.
4. Return operating controls to the off or neutral position, and place all "start" switches in the off position, if applicable.
5. The equipment is now locked out.

B. REMOVING LOCKS

1. After the servicing and or maintenance is complete, check the area around the equipment to insure that no one is exposed to any danger. Notify all personnel in the area that you are removing locks and are about to restore energy to the equipment.
2. After all tools have been removed from the equipment, guards have been reinstalled and all employees are in the clear, remove lockout locks and restore energy to the equipment. Activate the equipment using the normal start-up procedure.

NOTE: Never activate primary electrical disconnects when the operators control panel switches are in the on position. Never remove power from running machinery by throwing the main breaker to the "OFF" position.

C. **BASIC RULES FOR USING LOCKOUT/TAG OUT PROCEDURES**

1. Do not attempt to operate any primary switch, valve or other energy-isolating device that has a lock & tag on it.
2. The tag must be securely attached to the lock, and must identify the person applying the tag. It must also denote the date & time the tag was applied.
3. Locks & tags cannot be used for any other purpose other than energy isolation.
4. When more than one person is involved with a lockout, all persons working on the locked out device(s) must apply their own lock & tag. Multiple lockout devices & specialty lockout devices are available from the maintenance department.
5. Only in cases of emergency may a person other than the one named on the lockout tag remove a lock & tag. Permission to remove the lock & tag must come from the Maintenance Supervisor, and be documented as to the reason why the lock & tag had to be removed.
6. If a lockout goes beyond an employee's shift, another employee's lock must be placed on the locked out device prior to the removal of the first employee's lock. If it is unnecessary to work on the locked out device until the original employee returns, the original lock & tag may remain on the device.

In no case may the control of the lockout be compromised or interrupted while the potential for release of hazardous energy is possible.

7. Instances of certified electricians testing for voltage/amperage on live systems/wires shall be only be done when all proper precautions are taken to insure their safety & those in the area around them. The proper personal protective will always be worn, as needed.

The failure to lockout/isolate from energy any machine before performing adjustments or maintenance may subject the employee or employees to disciplinary action, up to & including termination.

VI. REFERENCES: OSHA 29 CFR 1910.147

VII. COLLABORATED WITH: Maintenance Supervisor.

VIII. RESCISSIONS: #SF-08, *Mandatory Lockout Procedures/Hazardous Lockout* dated October 16, 2012; #SF-08, *Mandatory Lockout Procedures/Hazardous Lockout* dated December 19, 2009; #SF-08, *Mandatory Lockout Procedures/Hazardous Lockout* dated October 30, 2006

IX. DISTRIBUTION: All hospital policy manuals.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Safety Officer

XII. ATTACHMENTS: None

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John W. Glueckert Date
Hospital Administrator